

TEMPLE CITY UNIFIED SCHOOL DISTRICT

CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

SUMMARY:

The Occupational Therapist Assistant provides educationally related occupational therapy and rehabilitation services that include direct intervention and instructions from medical protocols and individualized educational plans, to assist students in acquiring functional and independent life skills. The Occupational Therapist Assistant is a health care paraprofessional requiring certification by the California Board of Occupational Therapy. The Occupational Therapist Assistant works under the direction and protocols given by an Occupational Therapist, and implements physical and psychosocial treatments with disabled students and family members.

DEGREE OF SUPERVISION:

The Occupational Therapist Assistant is under the day to day supervision of a certificated Occupational Therapist. Performance evaluations will be completed by the site principal, with input from the appropriate certificated staff. Evaluations will be done on the schedule defined by the collective bargaining agreement.

DUTIES AND TASKS:

(All duties and tasks are ESSENTIAL unless noted as secondary with an S)

1. Supports the Occupational Therapy Program

- A. Assists an Occupational Therapist in providing scheduled, educationally related occupational therapy services to students;
- B. Assists in the development of treatment goals, implements educationally relevant therapies and records student outcomes from established care plan goals;
- C. Applies reports and instructions from other health care providers, documents student progress on individual therapy plans, and revises goals as needed;
- D. Prepares reports of occupational therapy interventions, and provides documentation to support Therapist consultations with parents and staff on occupational therapy interventions for students;
- E. May attend Individualized Educational Plan (IEP) meetings as necessary to observe the connection between interventions and educational goals;
- F. May instruct instructional support staff on understanding, interpreting, and implementing routine intervention procedures;
- G. Ensures the documentation of services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies;
- H. Modifies and may design adaptive equipment that enhances students' ability to access learning and technology;
- I. May participate in research projects and in-service training; (S)
- J. Performs other duties as assigned that support the overall objective of the position.

2. Supervision of Students

- A. Effectively handles behaviors of students;
- B. Oversees and supervises students during classroom activities; (S)
- C. Monitors resource centers and assists students referred for specific purposes; (S)
- D. Maintains discipline in the absence of the teacher. (S)

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3. Performs Clerical Duties to Support Instruction

- A. Helps maintain student records and files;
- B. Prepares teaching materials and learning activities, as directed; (S)
- C. May make phone contact with parents. (S)

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working Knowledge of:

- A. Current best practices in the application of occupational therapy techniques, including oral motor facilitation, daily living activities, and psychodynamics of being disabled;
- B. Basic knowledge of the State Education Code as it applies to the specific accountability of this position;
- C. Working knowledge of personal computer applications to use common office productivity software, internet, and specialized computer-aided programs supporting diagnostic assessment and treatment interventions;
- D. Sufficient math and interpretive skill to record statistics;
- E. Correct English usage, punctuation, spelling and grammar;
- F. Effective record keeping practices and procedures;
- G. Clinical methods and procedures;
- H. Student behavior and developmental characteristics;
- I. Human anatomy and physiology.

2. Skills:

- A. Speak clearly and distinctly;
- B. Perform simple math calculations to compile reports;
- C. Demonstrate patience, warmth, and compassion toward students;
- D. Understand and carry out oral and written instructions.

3. Abilities:

- A. Learn and understand differences among children with various handicapping conditions;
- B. Learn, interpret, and apply District, State, and Federal requirements and objectives for academic achievement including Individualized Educational Plans;
- C. Work effectively with professionals and paraprofessionals in carrying out regular and remedial therapeutic programs;
- D. Relate well with students, parents, and all levels of staff and present self in a professional manner to students, parents, and staff;
- E. Maintain confidentiality of private information;
- F. Organize a work schedule that involves multiple locations.

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QUALIFICATIONS:

1. Education and Experience:

- A. An Associate's degree;
- B. Valid certification by the American Occupational Therapy Association;
- C. Six months of paid or volunteer experience in an Occupational Assistant program.

2. Other requirements

- A. Tuberculosis screening and clearance every four years;
- B. Must possess and maintain a valid Class C California Driver License and remain insurable (proof of insurance required upon employment).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to:** work sitting at a desk or table; see for the purpose of reading or observing students; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation. This position also requires hand-arm motion ability and coordination to assist others with physical movements. Requires hand-eye-arm coordination ability to use special diagnostic devices and a personal computer keyboard to access and record information. Requires visual ability to recognize words, numbers, and non-verbal actions of people.

The employee may be **frequently required to:** stand and/or walk for extended periods of time; bend, stoop, kneel and reach in all directions.

The employee may **occasionally be required to:** lift and/or move objects up to 25 pounds in weight; operate office equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee **regularly** works in an indoor environment with moderate noise levels. **Occasionally**, the employee may work outdoors supervising students or working with small groups.

SALARY RANGE: 28